



CLASS SPECIFICATION

6-14-18

PROPERTY OFFICER, 3207

Summary of Duties: A Property Officer is an unarmed, uniformed and badged civilian employee of the Police Department who is responsible for enforcing evidential laws and ordinances pertaining to the proper acceptance, booking, continuity, storage, release and disposal of evidence; prepares and processes related reports; assists in the training of sworn and civilian personnel on Department policies and procedures for booking, retention, and disposal of evidence; utilizes both computer based and physical data tracking and filing systems; and provides customer service to police officers, investigators, outside agencies, and the public.

Class Characteristics: A Property Officer is distinguished from a Detention Officer in that the latter is responsible for the custodial care of arrestees and police facilities and the former is responsible for the chain of custody and transporting of evidence and property.

A Property Officer maintains the physical chain of custody of all evidence and property received and booked into the Los Angeles Police Department Evidence and Property Inventory system. A Property Officer has contact with large amounts of cash, contraband, such as narcotics, firearms, numismatic collections, sports memorabilia, jewelry, fine art, intellectual property, high value property, and other booked property. Property Officers are required to process the overflow of bulky excess personal property, including articles removed from or received from persons living in homeless encampments.

A Property Officer is required to handle and work in close proximity to hazardous materials which will require specialized training and/or specialized equipment. The Property Division operates twenty-four hours a day, seven days a week.

Examples of Duties: A Property Officer:

- Receives and assesses evidence and property for proper containerization and secure physical storage;
- Verifies reports, evidence and property being booked for correct classification, description, quantity and packaging;
- Completes follow-up reports correcting evidence bookings submitted by sworn personnel;
- Enters detailed information into the Automated Property Information Management System for electronic tracking of evidence and property;
- Categorizes and labels evidence and property for appropriate storage;
- Follows appropriate procedures for retrieving evidence and property for court, analysis or for release to Police Officers, Criminalists, and other governmental agencies;
- When required, assists in the preparation and staging of evidence for viewing, identification or photographing;

- Verifies that legal requirements are met for release and disposition of evidence and property by separating items, generating manifests of valued items for auction, and verifying serialized items for stolen status using government databases;
- Separates and bundles contraband materials for later confidential disposition in coordination with multiple law enforcement entities;
- Ensures Property Division facilities are secured, organized, and well maintained;
- Performs typing, filing (alpha and numeric), data entry, labeling, copying, collating, faxing, report writing, and answers telephones and email correspondence;
- Liaises between Department personnel, outside agencies, and the public pertaining to evidence bookings, shipping, releasing, disposal, and auction;
- Compiles and submits a variety of statistical reports and summaries relative to the operation of the Property Division and the Department;
- Operates a car, box truck, air brake truck, van, forklift, or scissor lift to transport evidence among twenty four Division facilities, other law enforcement agencies, and other contracted locations;
- Handles hazardous materials or can be exposed to noxious fumes, pathogens, and insect manifestations due to plant and edible narcotics, etc.;
- May be employed as first responders to assist the City in emergency situations as determined by the Chief of Police; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

QUALIFICATIONS / COMPETENCIES:

Knowledge of:

- Police procedures, activities, and security provisions as related to the chain of custody of evidence and property;
- Basic mathematical calculations and sequential numbering; and
- Basic filing principles.

Ability to:

- Maintain a complex and detailed system of accountability and chain of custody for evidence and property;
- Analyze and determine appropriate booking procedures for evidence and property;
- Comprehend written material and explain procedures and regulations;
- Write clear and comprehensive reports;
- Understand and follow directions; and
- Deal tactfully and effectively with other employees and the public.

REQUIREMENTS

1. Graduation from a high school or the equivalent G.E.D; and
2. One year of full-time paid experience in office or retail-sales utilizing inventory management systems; or
3. Six months of full-time paid experience as a law enforcement officer, correctional officer, traffic officer, park ranger, security guard, or security officer which provides experience safeguarding objects, materials, or people; or
4. Six months of experience as a police explorer, police cadet, police aide, Police Student Worker (with the City of Los Angeles), or Associate Community Officer (formerly Community Police Aide, with the City of Los Angeles); or

5. Six months of full-time service, with satisfactory performance, in the United States Armed Forces or one year as a reservist in the United States Armed Forces or as a member of the National Guard, with satisfactory performance that includes completion of basic training and military school.

Candidates must pass a background investigation prior to appointment, which includes a review of their employment history, criminal conviction record, habitual use of intoxicants and drugs, and any other factors which may affect the candidate's suitability for employment as a Property Officer.

Ability to type at a speed and level of accuracy within acceptable City standards is required.

Because this class has been designate as Safety Sensitive in accordance with City policy, a drug and alcohol-screening test may be required prior to appointment.

Property Officers are assigned to work various shifts and locations Citywide, some of which could include acute conditions.

LICENSE: A valid California driver's license is required.

Physical Requirements:

Strength to perform average lifting of up to 35 pounds and occasionally over 75 pounds, good speaking and hearing ability, and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.